

Sample File and Tape E-mail Request

(Please indicate file, tapes or both in your request)

Request to Review Files and Tapes

A012 345 678

Available dates are:

- | | |
|----------------------|------|
| 1) November 2, 2020 | 9:00 |
| 2) November 10, 2020 | Noon |

John Doe, Esq.
410.987.6543

Request for Copies

A023 345 678

Request for _____: (*documents, tapes, CD's*)
Specify Document(s): _____

Requested Pick Up Date: October 31, 2020

John Doe, Esq.
410.987.6543

(Please indicate tapes, CD's or both in your request)